

WorkKeys®



Occupational Opportunities

*A listing of the most common
occupations across the country*

Occupational Opportunities for Students

As educators, you strive to prepare students to enter the workforce with workplace skills that are needed in today's economy. Working with members of your community, whether they are local economic development groups, Chambers of Commerce, or workforce development entities, together you can provide employers with qualified and skilled individuals to fill the employment needs in your community. The foundational skills that employers have asked for can be taught in the classroom.

Certifying Skills Nationwide

Many states and communities have initiated economic and workforce development models. These states also offer a state level certificate and have affiliated with the National Career Readiness System. The National Career Readiness Certificate—a portable credential, powered by WorkKeys®—verifies to employers anywhere in the United States that an individual has essential core employability skills in Reading for Information, Applied Mathematics, and Locating Information. These three skills are highly important to the majority of jobs in the workplace. The certificate offers individuals, employers, and educators an easily understood and universally valued credential that certifies the attainment of these workplace skills.



Occupational Opportunities Content

The following occupational charts can be used by counselors when meeting with students to show skill levels required and average salary for the most common occupations in the country. The skill levels provided are estimated based on ACT's DISCOVER®-based occupations populated with WorkKeys score estimates, available 2005 WorkKeys job analysis using samples of convenience, O*NET occupational data, and the recommendations of expert raters.

The tables include:

- Most common and highest growing occupations in the United States, according to the U.S. Bureau of Labor Statistics, 2005
- Median U.S. salary for the occupation
- Average U.S. openings for the occupation
- WorkKeys skill level typically needed for that occupation, using the three core assessments (Reading for Information, Locating Information, and Applied Mathematics) within the WorkKeys System
- World-of-Work Map corresponding career areas (CA)
- Occupations divided into three categories: Now, Next and Later
 - Occupations listed under the Entry Level Occupations “Now” section are typical for high school graduates.
 - Occupations listed in the “Next” section are common for additional training, either on the job or at a postsecondary institution—typically the next step in one’s career path.
 - Occupations listed in the last section, “Later,” require postsecondary degrees and are long term career occupations.

Students can use the charts to see what is available to them now and where they want to advance their careers. The complete database of occupational profiles can be found at www.act.org/workkeys/profiles/occupprof/index.html.

Entry Level Occupations: NOW

Occupation Title	CA	AM	LI	RI	US Median Wage	Annual Openings
Bakers	L	4	4	4	\$21,510.00	6258
Barbers	Z	3	4	3	\$21,860.00	2022
Bill and Account Collectors	D	4	4	4	\$27,800.00	18813
Brickmasons and Blockmasons	K	4	4	4	\$41,900.00	4131
Bus Drivers, School	H	3	4	3	\$23,670.00	16205
Bus Drivers, Transit and Intercity	H	3	4	3	\$30,670.00	8107
Carpet Installers	K	4	4	3	\$33,390.00	1870
Cement Masons and Concrete Finishers	K	4	4	4	\$31,330.00	7232
Concierges	Z	4	4	4	\$23,500.00	773
Construction Laborers	K	3	4	3	\$25,250.00	19509
Counter and Rental Clerks	E	4	4	4	\$18,440.00	26536
Customer Service Representatives	E	4	4	4	\$27,200.00	82466
Dental Assistants	W	4	4	4	\$29,010.00	19175
Drywall and Ceiling Tile Installers	K	4	4	3	\$34,680.00	4459
Electrical Power-Line Installers and Repairers	N	4	4	4	\$49,700.00	3101
Emergency Medical Technicians and Paramedics	R	4	4	4	\$25,630.00	8183
Fire Fighters	K	4	5	4	\$38,690.00	14905
First-Line Supervisors/Managers of Housekeeping and Janitorial Workers	K	4	4	4	\$30,050.00	9965
Floral Designers	T	3	4	3	\$20,770.00	2325
Hairdressers, Hairstylists, and Cosmetologists	Z	<3	3	4	\$20,500.00	21539
Heating, Air Conditioning, and Refrigeration Mechanics and Installers	N	4	5	4	\$36,670.00	8978
Helpers—Carpenters	K	3	4	3	\$21,740.00	5718
Home Health Aides	W	3	3	3	\$18,550.00	43169
Janitors and Cleaners, Except Maids and Housekeeping Cleaners	K	3	4	4	\$19,110.00	92710
Landscaping and Groundskeeping Workers	I	3	4	4	\$20,640.00	50589
Licensed Practical and Licensed Vocational Nurses	W	4	4	4	\$34,650.00	28709
Manicurists and Pedicurists	Z	<3	3	3	\$18,130.00	2425
Massage Therapists	W	<3	4	4	\$32,270.00	4156
Meat, Poultry, and Fish Cutters and Trimmers	M	3	4	3	\$19,470.00	5306
Nursing Aides, Orderlies, and Attendants	W	3	4	4	\$21,220.00	55331
Painters, Construction and Maintenance	K	3	3	3	\$30,520.00	12982
Personal and Home Care Aides	Z	3	4	4	\$17,020.00	42247
Pest Control Workers	I	3	3	4	\$26,720.00	2441
Pharmacy Technicians	Q	5	5	5	\$24,160.00	11742
Plumbers, Pipefitters, and Steamfitters	K	4	4	4	\$41,870.00	18447
Police and Sheriff's Patrol Officers	D	4	4	5	\$45,600.00	27302
Police, Fire, and Ambulance Dispatchers	G	3	4	4	\$29,380.00	3535
Postal Service Mail Carriers	G	3	4	4	\$45,880.00	9625
Printing Machine Operators	M	4	4	4	\$30,430.00	4982
Real Estate Sales Agents	B	5	4	5	\$36,950.00	12035
Receptionists and Information Clerks	E	<3	5	4	\$22,000.00	52751
Refuse and Recyclable Material Collectors	M	3	3	3	\$26,950.00	4773
Retail Salespersons	B	4	4	4	\$18,790.00	220557
Roofers	K	4	4	4	\$31,300.00	6251
Security and Fire Alarm Systems Installers	N	4	5	4	\$34,660.00	1928
Security Guards	D	<3	3	4	\$20,520.00	35694
Slaughterers and Meat Packers	M	3	4	3	\$20,860.00	4885
Stock Clerks and Order Fillers	G	3	4	3	\$20,090.00	38777
Taxi Drivers and Chauffeurs	H	3	4	4	\$19,790.00	6499
Team Assemblers	M	4	4	4	\$23,840.00	37642
Tellers	F	4	4	4	\$21,150.00	28166
Tour Guides and Escorts	Z	4	4	4	\$19,280.00	1601
Truck Drivers, Heavy and Tractor-Trailer	H	3	4	3	\$33,870.00	51375
Water and Liquid Waste Treatment Plant and System Operators	M	5	5	5	\$34,850.00	4554
Welders, Cutters, Solderers, and Brazers	M	4	4	4	\$30,800.00	12103

Occupations Requiring Postsecondary Training: NEXT

Occupation Title	CA	AM	LI	RI	US Median Wage	Annual Openings
Air Traffic Controllers	G	4	5	5	\$102,390.00	921
Appraisers and Assessors of Real Estate	F	5	4	5	\$43,790.00	4487
Athletes and Sports Competitors	U	3	4	4	\$46,040.00	674
Audio and Video Equipment Technicians	X	4	4	4	\$33,130.00	1961
Automotive Body and Related Repairers	N	4	5	4	\$34,790.00	6085
Bookkeeping, Accounting, and Auditing Clerks	F	4	4	5	\$29,040.00	49064
Broadcast Technicians	N	4	4	4	\$29,130.00	1125
Bus and Truck Mechanics and Diesel Engine Specialists	N	5	5	5	\$36,150.00	10417
Carpenters	K	5	5	4	\$35,140.00	40296
Construction Managers	C	6	5	5	\$70,770.00	12224
Cooks, Restaurant	L	4	4	4	\$19,700.00	36643
Dancers	U	<3	4	4	\$17,908.00	1344
Dental Hygienists	W	3	4	5	\$59,340.00	8758
Detectives and Criminal Investigators	D	4	5	5	\$54,510.00	3898
Electrical and Electronic Engineering Technicians	O	6	5	5	\$47,140.00	5538
Electricians	K	4	4	4	\$42,220.00	20170
Electronic Home Entertainment Equipment Installers and Repairers	N	4	4	4	\$28,010.00	1120
Executive Secretaries and Administrative Assistants	E	4	4	4	\$35,550.00	47094
Farm Equipment Mechanics	N	4	5	4	\$28,170.00	779
Flight Attendants	Z	3	4	4	\$45,990.00	2984
Food Service Managers	C	5	4	5	\$40,600.00	10543
Insurance Sales Agents	B	5	5	6	\$42,030.00	12270
Legal Secretaries	E	3	4	5	\$37,390.00	9754
Loan Officers	C	5	4	5	\$49,180.00	7523
Locksmiths and Safe Repairers	N	4	4	4	\$30,580.00	1338
Lodging Managers	C	5	4	5	\$39,100.00	1881
Machinists	M	4	4	4	\$34,090.00	9584
Medical and Clinical Laboratory Technicians	Q	4	4	4	\$31,440.00	7576
Medical Secretaries	E	3	4	4	\$27,030.00	13463
Merchandise Displayers and Window Trimmers	T	4	4	4	\$22,280.00	2131
Musicians and Singers	U	<3	4	4	\$37,253.00	6406
Occupational Health and Safety Specialists	D	5	4	5	\$52,640.00	1319
Paralegals and Legal Assistants	Y	4	4	6	\$40,450.00	8908
Photographers	T	<3	4	5	\$26,610.00	4138
Property, Real Estate, and Community Association Managers	C	5	4	5	\$41,540.00	12281
Radiologic Technologists and Technicians	Q	4	4	4	\$44,730.00	7892
Respiratory Therapists	R	4	5	5	\$44,180.00	5809
Secretaries, Except Legal, Medical, and Executive	E	4	4	4	\$26,450.00	29149
Surgical Technologists	Q	4	4	4	\$34,450.00	3901
Surveyors	O	5	5	5	\$43,980.00	2728
Tax Preparers	F	5	4	5	\$26,130.00	2374
Teacher Assistants	X	4	4	4	\$19,760.00	45166
Tool and Die Makers	M	4	4	4	\$43,350.00	2037
Transportation, Storage, and Distribution Managers	C	5	5	5	\$67,300.00	3003
Travel Agents	B	4	5	6	\$28,030.00	1390
Veterinary Technologists and Technicians	R	3	4	4	\$25,360.00	3131

Chart Key:

CA = Career Area

LI = Locating Information

AM = Applied Mathematics

RI = Reading for Information

Occupations Requiring Postsecondary Degree: LATER

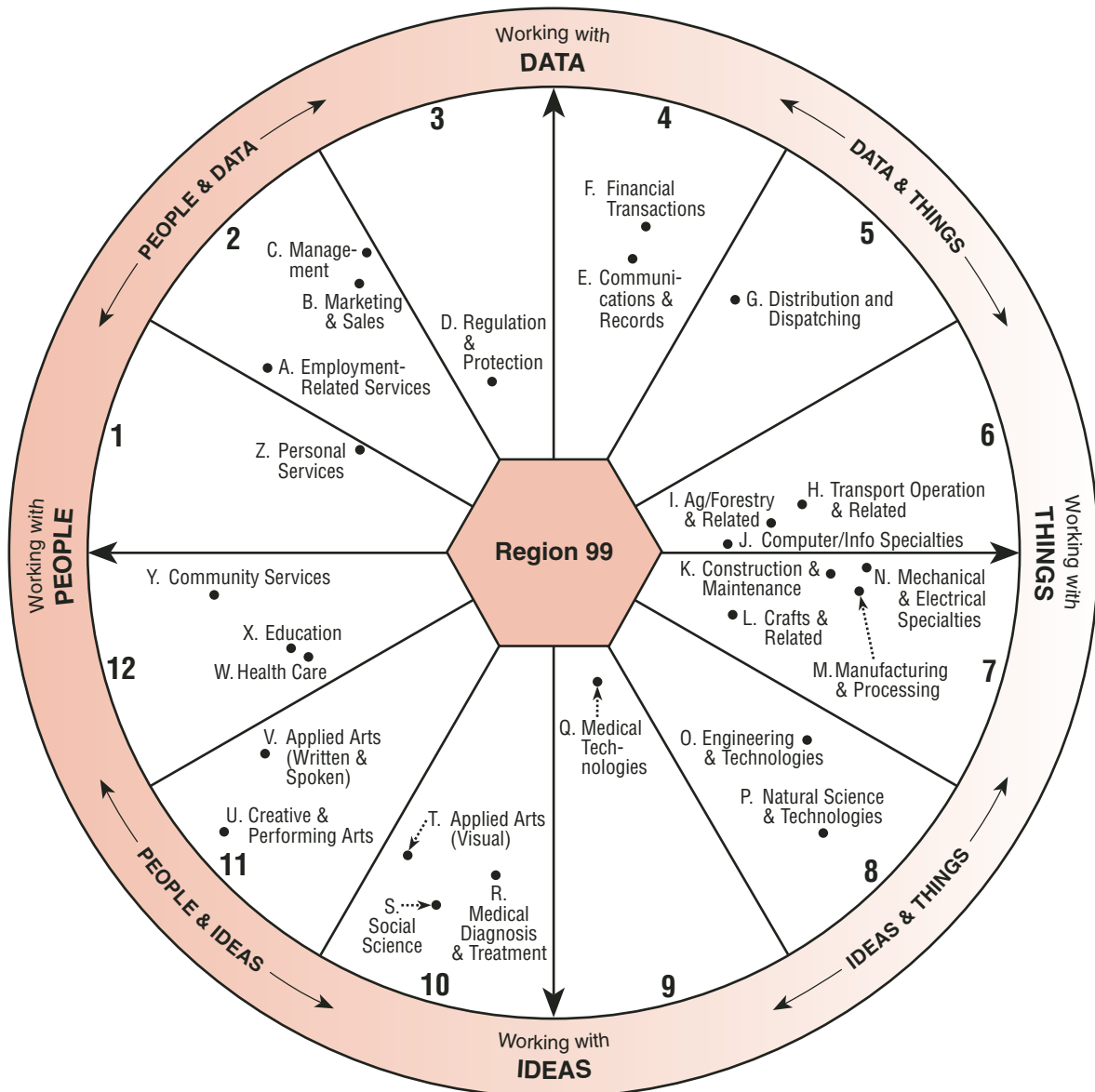
Occupation Title	CA	AM	LI	RI	US Median Wage	Annual Openings
Accountants and Auditors	F	6	5	5	\$51,310.00	49567
Aerospace Engineers	O	7	6	7	\$82,370.00	2259
Airline Pilots, Copilots, and Flight Engineers	H	4	4	5	\$135,430.00	3570
Biological Science Teachers, Postsecondary	P	5	5	6	\$63,750.00	2517
Business Teachers, Postsecondary	C	5	5	6	\$58,230.00	2517
Chefs and Head Cooks	L	4	3	4	\$31,380.00	5612
Chemical Engineers	O	7	5	6	\$76,500.00	1229
Chemical Technicians	P	5	4	4	\$38,620.00	1848
Chemists	P	6	5	6	\$57,090.00	3214
Chiropractors	R	5	5	6	\$67,940.00	2188
Civil Engineers	O	7	5	6	\$65,280.00	7951
Clergy	Y	4	4	5	\$37,870.00	13249
Clinical, Counseling, and School Psychologists	Y	5	5	5	\$56,360.00	6854
Coaches and Scouts	X	4	4	4	\$25,930.00	7258
Commercial and Industrial Designers	T	5	4	4	\$52,260.00	1192
Computer and Information Systems Managers	J	6	5	5	\$94,390.00	12966
Computer Programmers	J	5	5	5	\$62,980.00	11067
Computer Science Teachers, Postsecondary	J	5	5	6	\$53,520.00	2517
Computer Systems Analysts	J	5	5	5	\$67,520.00	22567
Dentists, General	R	4	5	6	\$122,430.00	3765
Dietitians and Nutritionists	Q	5	5	5	\$44,370.00	2191
Directors, Religious Activities and Education	Y	4	5	5	\$30,720.00	2718
Editors	V	<3	4	4	\$44,620.00	4802
Education Administrators, All Other	X	5	5	5	\$62,540.00	1174
Elementary School Teachers, Except Special Education	X	3	4	4	\$43,660.00	59164
Financial Managers	C	6	5	6	\$83,780.00	15942
Graphic Designers	T	5	4	5	\$37,950.00	6722
Human Resources Managers, All Other	A	5	5	5	\$82,740.00	2081
Interior Designers	T	6	5	4	\$41,470.00	1988
Interpreters and Translators	V	<3	4	6	\$34,900.00	1106
Kindergarten Teachers, Except Special Education	X	4	4	4	\$42,050.00	6363
Lawyers	Y	4	5	7	\$97,420.00	21481
Librarians	V	5	5	5	\$46,940.00	4426
Market Research Analysts	S	6	5	5	\$57,150.00	8638
Mechanical Engineers	O	7	6	6	\$67,220.00	8388
Meeting and Convention Planners	C	4	4	5	\$40,300.00	1894
Nursing Instructors and Teachers, Postsecondary	R	5	5	6	\$52,720.00	2517
Occupational Therapists	R	4	4	6	\$55,640.00	4625
Pediatricians, General	R	5	5	6	\$135,450.00	3468
Personal Financial Advisors	Y	5	5	5	\$62,450.00	6599
Pharmacists	Q	6	5	6	\$87,160.00	10975
Physician Assistants	R	4	4	6	\$69,250.00	4298
Private Detectives and Investigators	D	3	4	5	\$32,510.00	1643
Registered Nurses	W	4	4	5	\$53,640.00	125028
Sales Managers	B	5	5	5	\$85,980.00	13648
Secondary School Teachers, Except Special and Voc. Education	X	4	5	5	\$46,120.00	43724
Social Workers, All Other	Y	4	4	4	\$40,100.00	2480
Special Education Teachers, Secondary School	X	4	5	5	\$46,300.00	5947
Speech-Language Pathologists	R	5	5	5	\$53,790.00	3806
Substance Abuse and Behavioral Disorder Counselors	Y	3	4	5	\$32,630.00	3897
Technical Writers	V	5	5	5	\$54,390.00	2633
Veterinarians	R	5	5	6	\$68,280.00	2506

World-of-Work Map

The World-of-Work Map organizes occupations into six clusters (parallel to John Holland's six occupational types), 12 regions, and 26 career areas (CA) groups of similar jobs. It graphically shows how occupations relate to each other according to primary work tasks. For more information on the World-of-Work map, go to www.act.org/www/about.html or www.actstudent.org/www/world.html.

The World-of-Work Map's career areas cover all U.S. jobs. A career area's location is based on its primary work tasks—working with:

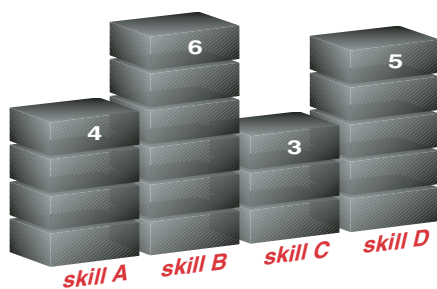
- **Data:** Facts, numbers, files, business procedures
- **Ideas:** Knowledge, insights, theories, new ways of saying or doing something
- **People:** Care, services, leadership, sales
- **Things:** Machines, tools, living things, and materials such as food, wood, or metal



The WorkKeys System

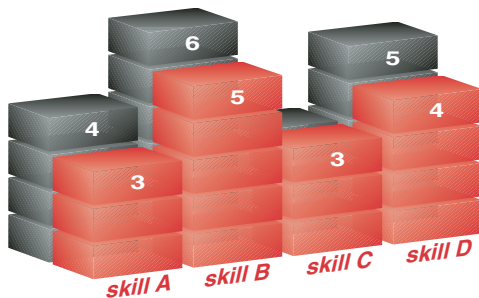
WorkKeys is a job skills assessment system measuring “real world” skills that employers believe are critical to job success. These skills are valuable for any occupation—skilled or professional—and at any level of education. The WorkKeys system is centered around three major components—Assessments, Job Analysis and Training.

WorkKeys has been developed by ACT, an international leader in educational assessment and workforce development services for more than forty years, best known for the ACT Assessment® college entrance exam. Over the past decade, ACT has completed WorkKeys job and occupational profiles for thousands of jobs across every employment field and has administered millions of WorkKeys assessments. The system is used by thousands of companies and schools across the United States and internationally.



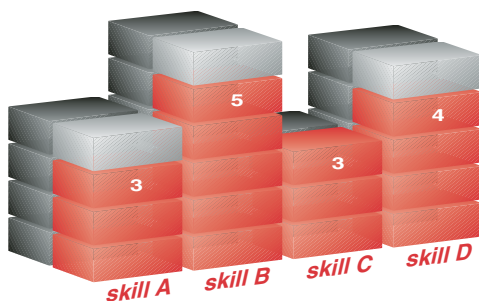
Job Profiling

What skills and skill levels are needed in today's occupations?



Skill Assessments

What work skills and skill levels does an individual currently have?



Need Determination

How can any skill gaps be addressed in education & training programs?



Preparing Your Students

- Align curriculum instruction to skill levels desired for program (see WorkKeys Targets for Instruction at www.act.org/workkeys/education/targets/index.html)
- Utilize the WorkKeys Prep Package or Practice Tests
- Encourage students to take the WorkKeys testing seriously
- Give students a copy of their score report
- Direct students to www.MyWorkKeys.com to view scores and see if they qualify for a National Career Readiness Certificate, or go to your state-sponsored website
- Connect students with employers based on their skills and employer needs
- Tell students to attach score reports or their certificate to resumes
- Send students to www.act.org/workkeys/education/index.html to learn more about WorkKeys. Students can explore the interactive site to search for skill requirements by occupation or by skill level obtained.



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